



SKC Family Support Group Roster Enrolment Form

SKC Family Support need volunteers to assist families in a time of need. Please complete this form if you wish to offer assistance. Your name will be listed on a database and you will be contacted by email or telephone when assistance is required. You will be called upon to assist only once or twice a year. Rostering is done on a demographic basis, so delivery will be as local as possible. Your name will remain on our volunteer database until you give us notice to remove it or until your youngest son has left the College.

Date:							
Family Name:							
Parents Names:							
Son(s) name and year level:	1.	Year:					
	2.	Year:					
	3.	Year:					
Family Address:							
Phone numbers:							
Email: (please print clearly)							
Help you are able to offer: (please circle)							
Meals	YES	NO					
Baking i.e. biscuits, muffins etc.	YES	NO					
Other i.e. donating \$, vouchers							
Days available to assist: (please circle)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Are you prepared to have your details added to a contact list for the purposes of a meal planning online web-based roster tool? i.e. gathermycrew or volunteersignup	YES			NO			

Please return this form to SKC Family Support Group.

Email: familysupport@stkevins.vic.edu.au or to Reception at your son's campus
(please label envelope SKC Family Support Group).

SKC Family Support Group Information

St Kevin's College aims to support a sense of family in the way that it sets about creating a community which extends to all a strong sense of belonging (Mission Statement 2016-2020).

The St Kevin's College Family Support Group (***also accessible via the College Portal and the College website, search Family Support Group***) provides practical assistance to members of the school community in times of crisis. It is administered by the Mothers' Association under the direction of Family Support Group Coordinators for the Senior and Junior schools who liaise with the Deputy Head on a regular basis. At all times the confidentiality of the family involved is protected and Privacy Laws adhered to.

The support offered is usually the provision of home cooked meals and snacks made available on a roster system. Other assistance is possible and discussed on a needs basis. A family may make a direct request for assistance from the Family Support Group through the Coordinators, the Presidents of the Glendalough Mothers' Association or Seniors Mothers' Association. A referral can be made by a family friend or staff member. One of the Coordinators will liaise with the family or contact person who is familiar with the family to ensure that their particular needs are met and delivery arrangements can be put in place.

The Family Support Group network database holds details of all those families who have offered to provide support. Rosters are created from this database. Volunteers are normally called upon to assist rarely (once or twice a year) and are asked to provide either a meal or baked goods once a week to be dropped off at the family's home. We will supply those rostered with information on safe food preparation and transport and details of where and when to drop off the food.

All parents are invited to become involved by completing the Family Support Group Roster Enrolment Form. Volunteers are not linked to a campus nor year level, but rather demographically organised to support the whole community. Please return the form to Reception at your son's campus or via email to familysupport@stkevins.vic.edu.au.

Parents already on the database will remain so until they request to be removed or when their youngest son completes Year 12. They do not need to resubmit an enrolment form.

We ask that parents on the database please inform the Coordinators of any changes to their home address, phone number or email address.

Past parents of the College may choose to stay involved, please note however that your details will be automatically removed from the database once your youngest son completes Year 12, unless you request otherwise.

Thank you for your support.

SKC Family Support Group Coordinators